

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Foreman – Plumbing
Pay Table: Support
Pay Grade: 17
FLSA Status: TBD
Job Code: 602
Reports to: Maintenance Coordinator

JOB SUMMARY

Under the general direction of the Maintenance Coordinator, the Plumbing Foreman supervises departmental personnel and assists with the planning, installation, repair, and maintenance of plumbing systems and plumbing related equipment.

ESSENTIAL JOB FUNCTIONS

- Assists coordinator in reviewing and assigning work orders and jobs. Coordinates work with other departments.
- Assigns work and supervises plumbing department personnel. Assists department members with problems; motivates and encourages employees; maintains department morale.
- Inspects plumbing installation and repair work, ensuring compliance with building and health codes.
- Assists with plumbing installation and repair.
- Instructs subordinates on proper use of equipment and in methods of installation and repair.
- Manages the district's backflow program.
- Responds to emergency calls, including no hot water and failing water heaters.
- Completes work orders.
- Coordinates work with other departments (electrical, welding, etc.).
- Maintains computer record of parts ordered, received, schools, etc.
- Reviews employee time cards. Maintains record of overtime, comp time, vacation, sick leave, leave without pay etc.

MINIMUM REQUIREMENTS

- Some college-level coursework and four years of trade school.
- Seven (7) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Drivers License.

- Journeyman or master’s plumber’s license required.
- ICC plumbing inspector’s license preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- Thorough knowledge of building codes.
- Knowledge of maintenance and installation of plumbing systems and equipment.
- Knowledge of installation and maintenance of commercial and residential kitchen equipment.
- Knowledge of safety rules, regulations and codes.
- Ability to use power and hand tools.
- Ability to read blueprints.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to use computers and small office equipment.
- Ability to use or repair small and heavy equipment and machinery.
- Ability to supervise employees using or repairing heavy machinery.
- Ability to establish policies and create and guide implementation of programs, projects or systems.
- Ability to prepare or process purchase orders.
- Ability to make budget recommendations and manage the division budget.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

The Davis School District has the right to revise this position description at any time.